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Office Memorandum • UNITED STATES GOVERNMENT

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TO :
FROM :

DATE: 24 April 1952

SUBJECT: Report for Week 17-24 April 1952

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1. We are pleased to report that the permanent theater-type chairs have now been installed in the Orientations Room, which leaves only the item of air-conditioning to be accomplished. stated that the new unit is "in town" but that the outside tower which goes along with it has not yet been received.

2. All of the letters of appreciation to individuals within and outside CIA for their contributions to the Sixth Orientation Course were sent out.

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3. All of the official tape and disc recordings of the Sixth Agency Orientation Course have been received. At the request of the Director of Training, the presentation of Secretary Pace was transcribed with the purpose of utilizing some of the thoughts he expressed about

4. Arrangements have already been made with the Department of Agriculture to reserve their auditorium for the Seventh Agency Orientation Course to be conducted July 8, 9, 10 and 11.

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5. Informal discussions were had with Col. Sheff Edwards, and of the Security Office, who have been monitoring the Security Briefing done under their jurisdiction. Col. Edwards and have been invited to attend the Intelligence Indoctrination program on next Monday afternoon, 28 April 1952 so that they may observe what we have developed in the Office of Training, with the idea of applying some of the techniques in putting on their Security Briefing.

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6. Final arrangements have been made for the VIP briefing on Friday, 25 April 1952 for of the Inspector General's office, and of Training.

7. [All arrangements were completed for CIA participation in the SIS course which is to commence in a few weeks. We have complied with all of the requests for speakers made by Col. Bogue, Director of the SIS. Incidentally, Col. Bogue's last day at the SIS will be Wednesday, May 14, which happens to be the day when the Chief, Orientation and Briefing Division, makes his presentation to the School.

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8. Had a session with of Col. White's office regarding the proposed Weekly Presentations program. He stated that as TLO for Administration, it will facilitate our work to deal with him rather than with individuals of the various segments of Administration. This arrangement we do welcome. A proposal has been presented to the Director of Training on this subject which he, in turn, is discussing with the top policy officials of the Agency before the program is inaugurated.

25 YEAR RE-REVIEW

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25X9 9. The number attending the Intelligence Indoctrination program this past week were as follows: On Monday, 21 April 1952, [] and on Tuesday, 22 April 1952, [] making a total for the week of [] I have already spoken to the assignment office on a few occasions during the past week to suggest that they continue to load the Monday programs, so that we can soon eliminate those on Tuesday, as the number of incoming persons falls off. 25X9

I have already mentioned to Col. Baird the possibility of having old personnel in the various offices attend an Intelligence Indoctrination program which we might put on if the second day of the present weekly program is dropped. This is stimulated by the factor that we receive many requests from persons throughout CIA to attend our weekly program as special guests. Col. Baird has asked that we give this matter some thought, of course watching the trend of the numbers of new persons attending our weekly programs, and that we present to him in the next few weeks a concrete proposal on the subject.

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Chief, Orientation and Briefing Section